

Information:

Drawer: Accounts Payable - Invoices
Vendor Number: 1084530
Vendor Name: Follett's College of DuPage
Invoice Number: PO372782
Invoice Date: 03/12/21
PO Number: P0372782
Check Number: 0282919
Check Amount: \$ 6,780.22
Check Date: 07/13/2021
Department ID: 00773
Reviewer Name: Barbara Jo Mitchell
Voucher Number: V0687075
Redaction Type: None
Document Type: AP Invoice

Document Below

From: Shaba Patel (0784) <s.patel@follett.com>
Sent: Wed Jun 16 12:43:51 CDT 2021
To: invoicing@cod.edu
CC:
Subject: [External] Folletts College of DuPage bookstore- Department Purchase billing PO 372782

CAUTION: This email originated from outside of COD's system. Do not click links, open attachments, or respond with sensitive information unless you recognize the sender and know the content is safe.

Good Afternoon

Please see the attachment for department purchase billing

To whom it may concern.

Follett Higher Education Group is converting Accounts Receivable payments process. **You will be mailing your payments to the central lock box where the payments will be deposited in lieu of the bookstore.** Please include a copy of billing letter with your payment. If you have any questions, please feel free to contact me at your convenience.

We would like to thank you for your partnership in providing quality educational materials for the students at the College of DuPage.

The attached invoices for this term are now due within 30 days from this notice.

Follett's College of DuPage Bookstore Department Purchase

PO# 372782

TOTAL DUE: \$ 233.60

Please make your check payable to:

**Follett Higher Education Group
College of DuPage Bookstore
Store #784
3146 Solution Center
Chicago, IL 60677-3001**

Thanks,

Shaba Patel
Follett's College of DuPage
Bookstore # 784
Operations Manager
Phone : (630) 942 4347
Fax : (630) 858 2982

s.patel@follett.com

Shaba Patel
Operations Manager



Folletts College of DuPage Bookstore
425 Fawell Blvd
Glen Ellyn IL 60137
(630) 942-4347
s.patel@follett.com

[attachment: img-210616132003.pdf]



Follett

APPROVED

06/28/21 - WENDY PARKS

ITEM	QTY	PRICE	TOTAL
WJ CORD CREW MSCT/HUNTR/XL/.			
02050657	1@	\$50.00	\$50.00 T
Discount 20.00%			(10.00)
PL - Department Discount-20%			

WJ CORD CREW MSCT/HUNTR/2XL/.			
020506608	1@	\$50.00	\$50.00 N
Discount 20.00%			(10.00)
PL - Department Discount-20%			

WA SST/UNIV 3C MSC/DKGRN/XL/.			
015831439	2@	\$20.00	\$40.00 T
Discount 20.00%			(8.00)
PL - Department Discount-20%			

WM LST 2C SSN FC/FDGRN/LG/.			
018506612	1@	\$30.00	\$30.00 N
Discount 20.00%			(6.00)
PL - Department Discount-20%			

WM LST 2C SSN FC/FDGRN/2XL/.			
018506614	1@	\$30.00	\$30.00 N
Discount 20.00%			(6.00)
PL - Department Discount-20%			

Subtotal	\$300.00
Total Discount	(60.00)

Total Sales Tax	\$0.00
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Total	\$240.00
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ARHousecharge	\$233.60
---------------	----------

Major Acct:606

Student ID:372782

Student Name: Public Relations

Major Account Name:COD Department Purchase

Signature: _____

I am liable for any financial charges to the campus regarding my student status and restricted merchandise in connection with my financial aid account.

Cash	\$6.40
------	--------

Bill To:**College of DuPage**College of DuPage Accounts Payable
425 Fawell Blvd.
Glen Ellyn, IL 60137Accounts Payable, SRC2049
Phone: 630-942-2228
Fax: 630-858-9078**Vendor:**1084530
Follett's College of DuPage
Bookstore
425 Fawell Blvd
Glen Ellyn, IL 60137
Attn: Celestd Brown

Phone: 630-942-4330
Fax: 630-858-2982**INVOICE REVIEWED****OKAY TO PAY****BARBARA JO MITCHELL 06/**PURCHASE ORDER
372192

Page: 1

Release Method: Hard Copy

Release Date: 03/12/2021

Created Date: 03/12/2021

Confirming Purchase Order

Ship To:College of DuPage Shipping & Receiving
425 Fawell Blvd.
Glen Ellyn, IL 60137

Purchasing, Manager

Phone: 630-942-2238

Fax: 630-942-2417

Deliver To: Barb Mitchell**PO Created By:** Dando, Anne Marie**Purchase Order Comments:**

Quote dated 3/8/21 provided by Shaba Patel

Requisition Number(s): 684108**Requisitioner Name(s):** Barbara Jo Mitchell

#	Vendor Item	QTY	UOM	Description	Unit Price	Total Price
1		3	Each	Women's Corduroy Crewneck Sweatshirt - 20506607 plus 10% discount	\$40.00	\$120.00
Deliver To: Barb Mitchell						
2		1	Each	Women's Corduroy Crewneck Sweatshirt - 20506608 plus 10 %discount	\$40.00	\$40.00
Deliver To: Barb Mitchell						
3		1	Each	Women's Relaxed Fit Long Sleeve - 18506612 plus 10 % discount	\$20.80	\$20.80
Deliver To: Barb Mitchell						
4		2	Each	Chaparral's Women's T-Shirt - 15831439 plus 10% discount	\$16.00	\$32.00
Deliver To: Barb Mitchell						
5		1	Each	Women's Relaxed Fit Long Sleeve - 18506614	\$20.80	\$20.80
Deliver To: Barb Mitchell						
Sub Total: \$						233.60
Total: \$						233.60

Account Code Summary

Account Code	Account Description	Amount
01-80-00773-5401006		\$233.60

Terms and Conditions:

1. F.O.B. DESTINATION unless otherwise indicated under Purchase Order Comments.
2. College of DuPage will only accept electronic invoices, which can be in any format, including but not limited to PDF, Word, Excel.

Powered By: eSchoolMail**Print Date:** 03/12/2021 7:01:42 AM

Information:

Drawer: Accounts Payable - Invoices
Vendor Number: 1084530
Vendor Name: Follett's College of DuPage
Invoice Number: PO374106
Invoice Date: 06/11/21
PO Number: PO374106
Check Number: 0282919
Check Amount: \$ 6,780.22
Check Date: 07/13/2021
Department ID: 05150
Reviewer Name: None
Voucher Number: V0687079
Redaction Type: None
Document Type: AP Invoice

Document Below

From: Shaba Patel (0784) <s.patel@follett.com>

Sent: Wed Jun 16 12:30:21 CDT 2021

To: invoicing@cod.edu

CC:

Subject: [External] Follett's College of DuPage bookstore- Department Purchase billing PO 374106

APPROVED

06/29/21 - SANDRA MARTINS

CAUTION: This email originated from outside of COD's system. Do not click links, open attachments, or respond with sensitive information unless you recognize the sender and know the content is safe.

Good Afternoon

Please see the attachment for department purchase billing

To whom it may concern.

Follett Higher Education Group is converting Accounts Receivable payments process. **You will be mailing your payments to the central lock box where the payments will be deposited in lieu of the bookstore.** Please include a copy of billing letter with your payment. If you have any questions, please feel free to contact me at your convenience.

We would like to thank you for your partnership in providing quality educational materials for the students at the College of DuPage.

The attached invoices for this term are now due within 30 days from this notice.

Follett's College of DuPage Bookstore Department Purchase

PO# 374106

TOTAL DUE: \$ 613.29

Please make your check payable to:

**Follett Higher Education Group
College of DuPage Bookstore
Store #784
3146 Solution Center
Chicago, IL 60677-3001**

Thanks,

**Shaba Patel
Follett's College of DuPage
Bookstore # 784
Operations Manager
Phone : (630) 942 4347
Fax : (630) 858 2982**

s.patel@follett.com

Shaba Patel
Operations Manager



Folletts College of DuPage Bookstore
425 Fawell Blvd
Glen Ellyn IL 60137
(630) 942-4347
s.patel@follett.com

[attachment: img-210616130646.pdf]



Follett

FOLLETT'S COLLEGE OF DUPAGE BOOKSTORE

COLLEGE OF DUPAGE
SRC BUILDING
425 FAWELL BOULEVARD
GLEN ELLYN, IL 60137-6784

PHONE
630/942-2361

FAX
630/942-4349

STORE
NO. 0784

Customer's Order No. 374106		Date 06/11/21		20			
Sold to PARTNERING Schools							
Address							
City							
Sold by	Cash	C.O.D.	Charge	On Acct.	Mdse. Ret.	Paid Out	
Quantity	Description				Price	Amount	
19	SKU - 014026279 COD GREEN Folders				1.99	37	81
18	SKU - 009096449 COD LANYARDS w/CLAMP				10.95	197	10
18	SKU - 015960656 COD KEYCHAINS				4.95	126 ⁸⁹	90 ⁹⁰
9	SKU - 020549217 BLACK TUMBLER				14	126	00
9	SKU - 020549222 GREEN TUMBLER				14	126	00
8	SKU - 018577549 SPRAL COD JOURNAL				19.99	152 ¹³⁹	92 ⁹³
	DPT DISC 2090					152	92
Tax							
Thank You In case of claims or returned goods please present this bill.						Total	613 29

No.784

Received by

Bill To:**College of DuPage**

College of DuPage Accounts Payable
425 Fawell Blvd.
Glen Ellyn, IL 60137

Accounts Payable, SRC2049
Phone: 630-942-2228
Fax: 630-858-9078

Vendor:

1084530
Follett's College of DuPage
Bookstore
425 Fawell Blvd
Glen Ellyn, IL 60137
Attn: Celestd Brown

Phone: 630-942-4330
Fax: 630-858-2982

PURCHASE ORDER

374106

Page: 1
Release Method: Hard Copy
Release Date: 06/03/2021
Created Date: 06/03/2021

Ship To:

College of DuPage Shipping & Receiving
425 Fawell Blvd.
Glen Ellyn, IL 60137

Purchasing, Manager

Phone: 630-942-2238
Fax: 630-942-2417

Deliver To: Partnering Schools**PO Created By:** Dando, Anne Marie**Purchase Order Comments:****Requisition Number(s):** 685709**Requisitioner Name(s):** Mary Cathie Walker

#	Vendor Item	QTY	UOM	Description	Unit Price	Total Price
1		19	Each	College of DuPage Pocket Folder Green	\$1.59	\$30.21
Deliver To: Partnering Schools						
2		18	Each	College of DuPage Card Clamp Lanyard	\$8.76	\$157.68
Deliver To: Partnering Schools						
3		15	Each	Tumbler 18oz Soft Green	\$11.20	\$168.00
Deliver To: Partnering Schools						
4		15	Each	Tumbler 18oz Soft Black	\$11.20	\$168.00
Deliver To: Partnering Schools						
5		15	Each	Keychain/Acryl Mir/SCSPC	\$3.96	\$59.40
Deliver To: Partnering Schools						
6		1	Each	Shipping	\$30.00	\$30.00
Deliver To: Partnering Schools						
Sub Total: \$						613.29
Total: \$						613.29

Account Code Summary

Account Code	Account Description	Amount
06-10-05150-5401002		\$613.29

Terms and Conditions:

1. F.O.B. DESTINATION unless otherwise indicated under Purchase Order Comments.
2. College of DuPage will only accept electronic invoices, which can be in any format, including but not limited to PDF, Word, Excel. Invoices must reference the COD Purchase Order Number. Invoices are to be emailed to invoicing@cod.edu. Questions about payment status or other inquiries, please email acctpay@cod.edu or call 630-942-2228.
3. All payments are processed via ACH transfer on a weekly basis. You are strongly encouraged to set up your ACH account upon receipt of this PO to avoid unnecessary payment delays. A letter will be sent to you under separate cover which outlines the set-up instructions, your log-in, and temporary password. Invoices must be received in an electronic format at least three weeks prior to the

Follett's COD Bookstore
 425 Fawell Blvd - SRC Building
 Glen Ellyn
 IL, 60137
 (630) 942-2360
 0784mgr@fhg.follett.com
 www.efollett.com

ITEM	QTY	PRICE	TOTAL
FOLDER/LAM 2PKT 1C/GREEN/ 014026279	190	\$1.99	\$30.21 T
Discount 20.00%			(0.40)
PL - Department Discount-20%			
LANYRD/CARD CLAMP/DKGRN/ 009096449	180	\$10.95	\$157.68 T
Discount 20.00%			(2.19)
PL - Department Discount-20%			
KEYCHAIN/ACRYL MIR/SCSPC/ 015960655	180	\$4.95	\$71.28 T
Discount 20.00%			(0.99)
PL - Department Discount-20%			
TUMBLER 18OZ SOFT/BLACK/ 020549217	180	\$14.00	\$201.60 T
Discount 20.00%			(2.80)
PL - Department Discount-20%			
NOTEBOOK HC FULL C/SCSPC/ 018577549	80	\$19.99	\$127.92 T
Discount 20.00%			(4.00)
PL - Department Discount-20%			
SHIPPING & HANDLING 010785368	10	\$30.00	\$30.00 N
Subtotal			\$765.93
Total Discount			(147.24)

Total Sales Tax \$0.00
 Total \$618.69

ARHousecharge \$613.29
 Major Acct:606
 Student ID:374106
 Student Name: Partnering Schools
 Major Account Name:COD Department Purchase

Signature:
 I am liable for any financial charges to the campus regarding my student status and restricted merchandise in connection with my financial aid account.

Information:

Drawer: Accounts Payable - Invoices
Vendor Number: 1084530
Vendor Name: Follett's College of DuPage
Invoice Number: PO373743
Invoice Date: 06/11/21
PO Number: P0373743
Check Number: 0282919
Check Amount: \$ 6,780.22
Check Date: 07/13/2021
Department ID: 00774
Reviewer Name: Sandra Gonzales
Voucher Number: V0687080
Redaction Type: None
Document Type: AP Invoice

Document Below

From: Shaba Patel (0784) <s.patel@follett.com>
Sent: Wed Jun 16 12:23:57 CDT 2021
To: invoicing@cod.edu
CC:
Subject: [External] Follett's College of DuPage bookstore- Department purchase billing PO373743

CAUTION: This email originated from outside of COD's system. Do not click links, open attachments, or respond with sensitive information unless you recognize the sender and know the content is safe.

Good Afternoon

Please see the attachment for department purchase billing

To whom it may concern.

Follett Higher Education Group is converting Accounts Receivable payments process. **You will be mailing your payments to the central lock box where the payments will be deposited in lieu of the bookstore.** Please include a copy of billing letter with your payment. If you have any questions, please feel free to contact me at your convenience.

We would like to thank you for your partnership in providing quality educational materials for the students at the College of DuPage.

The attached invoices for this term are now due within 30 days from this notice.

Follett's College of DuPage Bookstore Department Purchase

PO# 373743

TOTAL DUE: \$ 480.00

Please make your check payable to:

**Follett Higher Education Group
College of DuPage Bookstore
Store #784
3146 Solution Center
Chicago, IL 60677-3001**

Thanks,

**Shaba Patel
Follett's College of DuPage
Bookstore # 784
Operations Manager
Phone : (630) 942 4347
Fax : (630) 858 2982**

s.patel@follett.com

Shaba Patel
Operations Manager



Folletts College of DuPage Bookstore
425 Fawell Blvd
Glen Ellyn IL 60137
(630) 942-4347
s.patel@follett.com

[attachment: img-210616122043.pdf]



Follett

Bill To:**College of DuPage**

College of DuPage Accounts Payable
425 Fawell Blvd.
Glen Ellyn, IL 60137

Accounts Payable, SRC2049
Phone: 630-942-2228
Fax: 630-858-9078

Vendor:

1084530
Follett's College of DuPage
Bookstore
425 Fawell Blvd
Glen Ellyn, IL 60137
Attn: Celest Brown

Phone: 630-942-2228
Fax: 630-858-9078

PURCHASE ORDER

373743

Page: 1

Release Method: Hard Copy

Release Date: 05/18/2021

Created Date: 05/18/2021

Ship To:

College of DuPage Shipping & Receiving
425 Fawell Blvd.
Glen Ellyn, IL 60137

Purchasing, Manager

APPROVED**05/24/21 - JENNIFER DUDA**

Deliver To: Gonzales, Sandra

PO Created By: Dando, Anne Marie

Purchase Order Comments:

Quote Dated 4/26/21 from s.patel@follett.com

Requisition Number(s): 685033

Requisitioner Name(s): Sandra Gonzales

#	Vendor Item	QTY	UOM	Description	Unit Price	Total Price
1	16512612	25	Each	Chappy plush	\$19.20	\$480.00

Deliver To: Gonzales, Sandra

Sub Total: \$ 480.00

Total: \$ 480.00

Account Code Summary

Account Code	Account Description	Amount
01-40-00774-5401006		\$480.00

Terms and Conditions:

1. F.O.B. DESTINATION unless otherwise indicated under Purchase Order Comments.
2. College of DuPage will only accept electronic invoices, which can be in any format, including but not limited to PDF, Word, Excel. Invoices must reference the COD Purchase Order Number. Invoices are to be emailed to invoicing@cod.edu. Questions about payment status or other inquiries, please email acctpay@cod.edu or call 630-942-2228.
3. All payments are processed via ACH transfer on a weekly basis. You are strongly encouraged to set up your ACH account upon receipt of this PO to avoid unnecessary payment delays. A letter will be sent to you under separate cover which outlines the set-up instructions, your log-in, and temporary password. Invoices must be received in an electronic format at least three weeks prior to the due date and are to be emailed to invoicing@cod.edu. Paper checks are issued once-a-month. A paper check will be issued to foreign vendors that are not eligible for ACH transfer.
4. All invoices must be provided to the College for services rendered directly to the College. Undisputed invoices will be paid within sixty (60) days of receipt of properly submitted invoices to the Contractor, in accordance with the Local Government Prompt Payment Act.
5. All solicitations must be directed to the Purchasing Department. Any vendor selling directly to any faculty or staff member, without prior authorization from the Purchasing Department will be removed from our vendor list.
6. College of DuPage is exempt from payment of the Retailers' Occupation Tax, the Service Occupation Tax (both state and local), the Use Tax, and the Service Use Tax. The College's Tax Exemption Identification Number is E9997-3391-06.
7. If unable to ship and/or deliver as required, advise the Purchasing Department immediately with full details at 630-942-2217.
8. All packages shall clearly indicate the purchase order number and contain a packing list of all contents with itemized descriptions.
9. All shipments are accepted subject to inspection and approval by College of DuPage.
10. Any company/organization to be awarded a contract for goods and/or services must be in compliance with the fair employment practice act and all rules & regulations thereunder.
11. Suppliers are required to comply with executive orders 11246, 11375, The Rehabilitation Act of 1973, and the Vietnam Readjustment Act of 1974.
12. All contracts for construction work are subject to the provisions of 820 ILCS 130, ch. 48, Par. 39s-1 through 39s-12, providing for payment of the prevailing rate of wages to laborers, workmen & mechanics. Contractor shall submit to the College, monthly certified payroll records for all workers and sub-contractors utilized for the project.

**COLLEGE OF DUPAGE
SRC BUILDING
425 FAWELL BOULEVARD
GLEN ELLYN, IL 60137-6784**

STORE
NO. 0784

No.784

Received by

Follett's COD Bookstore
425 Fawell Blvd - SRC Building
Glen Ellyn
IL, 60137
(630) 942-2360
0784mgr@fhcg.follett.com
www.efollett.com

ITEM	QTY	PRICE	TOTAL
PLUSH 10 CHARPARR/SCSPC/ 016512612	25@	\$24.00	\$480.00
Discount 20.00%			(4.80)
PL - Department Discount-20%			

Subtotal	\$500.00
Total Discount	(120.00)

Total Sales Tax	\$0.00
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Total	\$480.00
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ARHousecharge	\$480.00
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Major Acct:606
Student ID:373743
Student Name: Student Life
Major Account Name:COD Department Purchase

Signature: _____
I am liable for any financial charges to the campus regarding my student status and restricted merchandise in connection with my financial aid account.

Items Purchased: 25

YOU SAVED \$120.00

Total Tender	\$480.00
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Change Due	\$0.00
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Information:

Drawer: Accounts Payable - Invoices
Vendor Number: 1084530
Vendor Name: Follett's College of DuPage
Invoice Number: PO374312
Invoice Date: 06/11/21
PO Number: P0374312
Check Number: 0282919
Check Amount: \$ 6,780.22
Check Date: 07/13/2021
Department ID: 15065
Reviewer Name: Cynthia Yearman
Voucher Number: V0689153
Redaction Type: None
Document Type: AP Invoice

Document Below

From: Shaba Patel (0784) <s.patel@follett.com>

Sent: Tue Jun 29 16:15:02 CDT 2021

To: invoicing@cod.edu

CC:

Subject: [External] Follett's College of DuPage bookstore- Department Purchase billing PO- 374312

APPROVED 07/01/21 JANE SCHUBERT

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Good Afternoon

Please see the attachment for department purchase billing

To whom it may concern.

Follett Higher Education Group is converting Accounts Receivable payments process. **You will be mailing your payments to the central location where the payment will be deposited in favor of the bookstore.** Please include a copy of billing letter with your payment. If you have any questions, please feel free to contact me at your convenience.

We would like to thank you for your partnership in providing quality educational materials for the students at the College of DuPage.

The attached invoice for month of June is now due. Thank you for this notice.

Follett's College of DuPage Bookstore Department Purchase

PO# 374312

TOTAL DUE: \$ 96.00

Please make your check payable to:

Follett Higher Education Group
College of DuPage Bookstore
Store #784
3146 Solution Center
Chicago, IL 60677-3001

Thanks,

Shaba Patel
Follett's College of DuPage
Bookstore # 784
Operations Manager
Phone : (630) 942 4347
Fax : (630) 858 2982

s.patel@follett.com

Shaba Patel
Operations Manager



Folletts College of DuPage Bookstore
425 Fawell Blvd
Glen Ellyn IL 60137
(630) 942-4347
s.patel@follett.com

[attachment: img-210629165330.pdf]



Follett

Bill To:**College of DuPage**

College of DuPage Accounts Payable
425 Fawell Blvd.
Glen Ellyn, IL 60137

Accounts Payable, SRC2049
Phone: 630-942-2228
Fax: 630-858-9078

Vendor:

1084530
Follett's College of DuPage
Bookstore
425 Fawell Blvd
Glen Ellyn, IL 60137
Attn: Celestd Brown

Phone: 630-942-4330
Fax: 630-858-2982

PURCHASE ORDER

374312

Page: 1

Release Method: Hard Copy

Release Date: 06/11/2021

Created Date: 06/11/2021

Ship To:

College of DuPage Shipping & Receiving
425 Fawell Blvd.
Glen Ellyn, IL 60137

Purchasing, Manager

Phone: 630-942-2238

Fax: 630-942-2417

Deliver To: c yearman src 2102

PO Created By: Dando, Anne Marie

Purchase Order Comments:

Requisition Number(s): 686062

Requisitioner Name(s): Cynthia Yearman

#	Vendor Item	QTY	UOM	Description	Unit Price	Total Price
1	ISBN: 9781644960899	1	Each	Follett's Introducing Anthropology Access Code by John P Staeck	\$96.00	\$96.00
Deliver To: c yearman src 2102						

Sub Total: \$ 96.00

Total: \$ 96.00

Account Code Summary

Account Code	Account Description	Amount
01-10-15065-5401002		\$96.00

Terms and Conditions:

1. F.O.B. DESTINATION unless otherwise indicated under Purchase Order Comments.
2. College of DuPage will only accept electronic invoices, which can be in any format, including but not limited to PDF, Word, Excel. Invoices must reference the COD Purchase Order Number. Invoices are to be emailed to invoicing@cod.edu. Questions about payment status or other inquiries, please email acctpay@cod.edu or call 630-942-2228.
3. All payments are processed via ACH transfer on a weekly basis. You are strongly encouraged to set up your ACH account upon receipt of this PO to avoid unnecessary payment delays. A letter will be sent to you under separate cover which outlines the set-up instructions, your log-in, and temporary password. Invoices must be received in an electronic format at least three weeks prior to the due date and are to be emailed to invoicing@cod.edu. Paper checks are issued once-a-month. A paper check will be issued to foreign vendors that are not eligible for ACH transfer.
4. All invoices must be provided to the College for services rendered directly to the College. Undisputed invoices will be paid within sixty (60) days of receipt of properly submitted invoices to the Contractor, in accordance with the Local Government Prompt Payment Act.
5. All solicitations must be directed to the Purchasing Department. Any vendor selling directly to any faculty or staff member, without prior authorization from the Purchasing Department will be removed from our vendor list.
6. College of DuPage is exempt from payment of the Retailers' Occupation Tax, the Service Occupation Tax (both state and local), the Use Tax, and the Service Use Tax. The College's Tax Exemption Identification Number is E9997-3391-06.
7. If unable to ship and/or deliver as required, advise the Purchasing Department immediately with full details at 630-942-2217.
8. All packages shall clearly indicate the purchase order number and contain a packing list of all contents with itemized descriptions.
9. All shipments are accepted subject to inspection and approval by College of DuPage.
10. Any company/organization to be awarded a contract for goods and/or services must be in compliance with the fair employment practice act and all rules & regulations thereunder.
11. Suppliers are required to comply with executive orders 11246, 11375, The Rehabilitation Act of 1973, and the Vietnam Readjustment Act of 1974.
12. All contracts for construction work are subject to the provisions of 820 ILCS 130, ch. 48, Par. 39s-1 through 39s-12, providing for

**COLLEGE OF DUPAGE
SRC BUILDING
425 FAWELL BOULEVARD
GLEN ELLYN, IL 60137-6784**

STORE
NO. 0784

No.784

Received by

Follett's COD Bookstore
 425 Fawell Blvd - SRC Building
 Glen Ellyn
 IL, 60137
 (630) 942-2360
 0784mgr@fhcg.follett.com
 www.efollett.com

ITEM	QTY	PRICE	TOTAL
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New			
Intro to Anthropology (Access			
021053830	1@	\$120.00	\$96.00 N
Discount 20.00%			(24.00)
PL - Department Discount-20%			

Subtotal	\$120.00
Total Discount	(24.00)

Total Sales Tax	\$0.00
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Total	\$96.00
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ARHousecharge	\$96.00
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Major Acct:606
 Student ID:374312
 Student Name: Learning Commons
 Major Account Name:COD Department Purchase

Signature: _____
 I am liable for any financial charges to the campus regarding my student status and restricted merchandise in connection with my financial aid account.

Items Purchased: 1

YOU SAVED \$24.00

Total Tender	\$96.00
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Change Due	\$0.00
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Information:

Drawer: Accounts Payable - Invoices
Vendor Number: 1084530
Vendor Name: Follett's College of DuPage
Invoice Number: PO374415
Invoice Date: 06/22/21
PO Number: P0374415
Check Number: 0282919
Check Amount: \$ 6,780.22
Check Date: 07/13/2021
Department ID: 00729
Reviewer Name: Vera Humphrey
Voucher Number: V0689156
Redaction Type: None
Document Type: AP Invoice

Document Below

From: Shaba Patel (0784) <s.patel@follett.com>

Sent: Tue Jun 29 16:11:52 CDT 2021

To: invoicing@cod.edu

CC:

Subject: [External] Follett's College of DuPage bookstore- Department Purchase billing PO- 374415

CAUTION: This email originated from outside of COD's system. Do not click links, open attachments, or respond with sensitive information unless you recognize the sender and know the content is safe.

Good Afternoon

Please see the attachment for Department Purchase Billing

To whom it may concern

APPROVED 07/07/21
ELLEN M. ROBERTS

Follett Higher Education Group is converting Accounts Receivable payments process. **You will be mailing your payments to the central lock box where the payments will be deposited in lieu of the bookstore.** Please include a copy of billing letter with your payment. If you have any questions, please feel free to contact me at your convenience.

We would like to thank you for your partnership in providing quality educational materials for the students at the College of DuPage.

The attached invoices for this term are now due within 30 days from this notice.

Follett's College of DuPage Bookstore Department Purchase

PO# 374415

TOTAL DUE: \$ 50.00

Please make your check payable to:

**Follett Higher Education Group
College of DuPage Bookstore
Store #784
3146 Solution Center
Chicago, IL 60677-3001**

Thanks,

Shaba Patel
Follett's College of DuPage
Bookstore # 784
Operations Manager
Phone : (630) 942 4347
Fax : (630) 858 2982

s.patel@follett.com

Shaba Patel
Operations Manager



Folletts College of DuPage Bookstore
425 Fawell Blvd
Glen Ellyn IL 60137
(630) 942-4347
s.patel@follett.com

[attachment: img-210629165011.pdf]



Follett

**COLLEGE OF DUPAGE
SRC BUILDING
425 FAWELL BOULEVARD
GLEN ELLYN, IL 60137-6784**

STORE
NO. 0784

No.784

Received by

Bill To:**College of DuPage**

College of DuPage Accounts Payable
425 Fawell Blvd.
Glen Ellyn, IL 60137

Accounts Payable, SRC2049
Phone: 630-942-2228
Fax: 630-858-9078

PURCHASE ORDER

374415

Page: 1

Release Method: Hard Copy

Release Date: 06/17/2021

Created Date: 06/17/2021

*** Confirming Purchase Order *****Vendor:**

1084530
Follett's College of DuPage
Bookstore
425 Fawell Blvd
Glen Ellyn, IL 60137
Attn: Celestd Brown

Phone: 630-942-4330
Fax: 630-858-2982

Ship To:

College of DuPage Shipping & Receiving
425 Fawell Blvd.
Glen Ellyn, IL 60137

Purchasing, Manager

Phone: 630-942-2238

Fax: 630-942-2417

Deliver To: Vera Humphrey**PO Created By:** Dando, Anne Marie**Purchase Order Comments:****Requisition Number(s):** 686122**Requisitioner Name(s):** Vera Humphrey

#	Vendor Item	QTY	UOM	Description	Unit Price	Total Price
1		1	Each	Bookstore Gift Certificate	\$50.00	\$50.00

Deliver To: Vera Humphrey**Sub Total: \$** 50.00**Total: \$** 50.00**Account Code Summary**

Account Code	Account Description	Amount
01-80-00729-5401001		\$50.00

Terms and Conditions:

1. F.O.B. DESTINATION unless otherwise indicated under Purchase Order Comments.
2. College of DuPage will only accept electronic invoices, which can be in any format, including but not limited to PDF, Word, Excel. Invoices must reference the COD Purchase Order Number. Invoices are to be emailed to invoicing@cod.edu. Questions about payment status or other inquiries, please email acctpay@cod.edu or call 630-942-2228.
3. All payments are processed via ACH transfer on a weekly basis. You are strongly encouraged to set up your ACH account upon receipt of this PO to avoid unnecessary payment delays. A letter will be sent to you under separate cover which outlines the set-up instructions, your log-in, and temporary password. Invoices must be received in an electronic format at least three weeks prior to the due date and are to be emailed to invoicing@cod.edu. Paper checks are issued once-a-month. A paper check will be issued to foreign vendors that are not eligible for ACH transfer.
4. All invoices must be provided to the College for services rendered directly to the College. Undisputed invoices will be paid within sixty (60) days of receipt of properly submitted invoices to the Contractor, in accordance with the Local Government Prompt Payment Act.
5. All solicitations must be directed to the Purchasing Department. Any vendor selling directly to any faculty or staff member, without prior authorization from the Purchasing Department will be removed from our vendor list.
6. College of DuPage is exempt from payment of the Retailers' Occupation Tax, the Service Occupation Tax (both state and local), the Use Tax, and the Service Use Tax. The College's Tax Exemption Identification Number is E9997-3391-06.
7. If unable to ship and/or deliver as required, advise the Purchasing Department immediately with full details at 630-942-2217.
8. All packages shall clearly indicate the purchase order number and contain a packing list of all contents with itemized descriptions.
9. All shipments are accepted subject to inspection and approval by College of DuPage.
10. Any company/organization to be awarded a contract for goods and/or services must be in compliance with the fair employment practice act and all rules & regulations thereunder.
11. Suppliers are required to comply with executive orders 11246, 11375, The Rehabilitation Act of 1973, and the Vietnam Readjustment Act of 1974.
12. All contracts for construction work are subject to the provisions of 820 ILCS 130, ch. 48, Par. 39s-1 through 39s-12, providing for payment of the prevailing rate of wages to laborers, workmen & mechanics. Contractor shall submit to the College, monthly certified

Powered By: eSchoolMail**Print Date:** 06/17/2021 6:50:21 PM

Follett's COD Bookstore
 425 Fawell Blvd - SRC Building
 Glen Ellyn
 IL, 60137
 (630) 942-2360
 0784mgr@fhcg.follett.com
 www.efollett.com

ITEM	QTY	PRICE	TOTAL
FHEG GIFTCARD			
015408665	10	\$50.00	\$50.00 N
Issue			
Gift Card Number: 3736			
Beg Bal	Tran Amt		End Bal
0.00	50.00		50.00
Subtotal			\$50.00
Total Sales Tax			\$0.00
Total			\$50.00
ARHousecharge			\$50.00

Major Acct:606
 Student ID:374415
 Student Name: Administrative Affairs
 Major Account Name:COD Department Purchase

Signature: _____
 I am liable for any financial charges to the campus regarding my student status and restricted merchandise in connection with my financial aid account.

Items Purchased: 1

Total Tender	\$50.00
Change Due	\$0.00

Information:

Drawer: Accounts Payable - Invoices
Vendor Number: 1084530
Vendor Name: Follett's College of DuPage
Invoice Number: P0374463
Invoice Date: 06/29/21
PO Number: P0374463
Check Number: 0282919
Check Amount: \$ 6,780.22
Check Date: 07/13/2021
Department ID: 00373
Reviewer Name: Nancy Keller
Voucher Number: V0689157
Redaction Type: None
Document Type: AP Invoice

Document Below

From: Shaba Patel (0784) <s.patel@follett.com>
Sent: Tue Jun 29 16:08:54 CDT 2021
To: invoicing@cod.edu
CC:
Subject: [External] Follett's College of DuPage bookstore- Department Purchase billing PO- 374463

CAUTION: This email originated from outside of COD's system. Do not click links, open attachments, or respond with sensitive information unless you recognize the sender and know the content is safe.

Good Afternoon

Please see the attachment for department purchase billing

To whom it may concern.

Follett Higher Education Group is converting Accounts Receivable payments process. **You will be mailing your payments to the central lock box where the payments will be deposited in lieu of the bookstore.** Please include a copy of billing letter with your payment. If you have any questions, please feel free to contact me at your convenience.

We would like to thank you for your partnership in providing quality educational materials for the students at the College of DuPage.

The attached invoices for this term are now due within 30 days from this notice.

Follett's College of DuPage Bookstore Department Purchase

PO# 374463

TOTAL DUE: \$ 3,004.76

Please make your check payable to:

**Follett Higher Education Group
College of DuPage Bookstore
Store #784
3146 Solution Center
Chicago, IL 60677-3001**

Thanks,

Shaba Patel
Follett's College of DuPage
Bookstore # 784
Operations Manager
Phone : (630) 942 4347
Fax : (630) 858 2982

s.patel@follett.com

Shaba Patel
Operations Manager



Folletts College of DuPage Bookstore
425 Fawell Blvd
Glen Ellyn IL 60137
(630) 942-4347
s.patel@follett.com

[attachment: img-210629164525.pdf]

APPROVED
07/06/21 - TASHENA BRIGGS

Bill To:**College of DuPage**

College of DuPage Accounts Payable
425 Fawell Blvd.
Glen Ellyn, IL 60137

Accounts Payable, SRC2049
Phone: 630-942-2228
Fax: 630-858-9078

Vendor:

1084530
Follett's College of DuPage
Bookstore
425 Fawell Blvd
Glen Ellyn, IL 60137
Attn: Celestd Brown

Phone: 630-942-4330
Fax: 630-858-2982

PURCHASE ORDER

374463

Page: 1

Release Method: Hard Copy

Release Date: 06/23/2021

Created Date: 06/23/2021

Ship To:

College of DuPage Addison Center
301 South Swift Road
Addison, IL 60101

Nancy Keller, Manager

Phone: 630-942-4600

Fax: 630-942-4649

Deliver To: M. Mitacek-ADC Door 12

PO Created By: Dando, Anne Marie

Purchase Order Comments:

Requisition Number(s): 686107

Requisitioner Name(s): Maureen Mitacek

#	Vendor Item	QTY	UOM	Description	Unit Price	Total Price
1	18577551	24	Each	Flower Journal	\$19.99	\$479.76
Deliver To: M. Mitacek-ADC Door 12						
2	18577549	11	Each	Green Journal	\$19.99	\$219.89
Deliver To: M. Mitacek-ADC Door 12						
3	1891475	35	Each	Umbrella	\$18.00	\$630.00
Deliver To: M. Mitacek-ADC Door 12						
4	17903531	35	Each	Green Ballpoint Pen	\$5.95	\$208.25
Deliver To: M. Mitacek-ADC Door 12						
5	15821027	35	Each	Padholder	\$18.99	\$664.65
Deliver To: M. Mitacek-ADC Door 12						
6	1981556	35	Each	Blade	\$40.00	\$1,400.00
Deliver To: M. Mitacek-ADC Door 12						
7	23138297	35	Each	Fan Mask	\$8.00	\$280.00
Deliver To: M. Mitacek-ADC Door 12						

Sub Total: \$ 3,882.55

Total: \$ 3,882.55

Account Code Summary

Account Code	Account Description	Amount
01-10-00373-5407001		\$3,882.55

Terms and Conditions:

1. F.O.B. DESTINATION unless otherwise indicated under Purchase Order Comments.
2. College of DuPage will only accept electronic invoices, which can be in any format, including but not limited to PDF, Word, Excel. Invoices must reference the COD Purchase Order Number. Invoices are to be emailed to invoicing@cod.edu. Questions about payment status or other inquiries, please email acctpay@cod.edu or call 630-942-2228.
3. All payments are processed via ACH transfer on a weekly basis. You are strongly encouraged to set up your ACH account upon

**COLLEGE OF DUPAGE
SRC BUILDING
425 FAWELL BOULEVARD
GLEN ELLYN, IL 60137-6784**

STORE
NO. 0784

No.784

Received by

ITEM	QTY	PRICE	TOTAL
NOTEBOOK HC FULL C/SCSPC/			
018577551	24@	\$19.99	\$383.76 T
Discount 20.00%			(4.00)
PL - Department Discount-20%			

NOTEBOOK HC FULL C/SCSPC/			
018577549	11@	\$19.99	\$175.89 T
Discount 20.00%			(4.00)
PL - Department Discount-20%			

UMBREL 42SUPR PKT/FORST/			
018914757	11@	\$18.00	\$158.40 T
Discount 20.00%			(3.60)
PL - Department Discount-20%			

GS UMBRELLA/RAINGEAR SPEC ORDE			
015526086	24@	\$18.00	\$345.60 T
Discount 20.00%			(3.60)
PL - Department Discount-20%			

BLPT PEN/AURA FSN/GREEN/			
017903531	35@	\$5.95	\$166.60 T
Discount 20.00%			(1.19)
PL - Department Discount-20%			

PADHLDR 10.5x12 CL/BLACK/-			
015821027	30@	\$18.99	\$455.70 T
Discount 20.00%			(3.80)
PL - Department Discount-20%			

ADHLDR 8.5x11 PIC/SCSPC/			
015820424	5@	\$8.99	\$35.95 T
Discount 20.00%			(1.80)
PL - Department Discount-20%			

Emblematic Gifts			
000000006	35@	\$40.00	\$1,120.00 T
Discount 20.00%			(8.00)
PL - Department Discount-20%			

FACE COVERING MSCT/SCSPC/1SIZE			
023138297	34@	\$5.99	\$162.86 T
Discount 20.00%			(1.20)
PL - Department Discount-20%			

Subtotal			\$3,756.21
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Total Discount			(751.45)
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Total Sales Tax			\$0.00
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Total			\$3,004.76
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ARHousecharge			\$3,004.76
Major Acct:606			
Student ID:374463			

Information:

Drawer: Accounts Payable - Invoices

Vendor Number: 1084530

Vendor Name: Follett's College of DuPage

Invoice Number: 6/21/2021

Invoice Date: 06/21/21

PO Number:

Check Number: 0282919

Check Amount: \$ 6,780.22

Check Date: 07/13/2021

Department ID: 99686

Reviewer Name:

Voucher Number: V0690084

Redaction Type: None

Document Type: AP Invoice-3 Way/Pre-Approved

Document Below

From: Accounts Payable <acctpay@cod.edu>
Sent: Wed Jul 07 15:00:29 CDT 2021
To: invoicing@cod.edu
CC:
Subject: FW: Check Request - Follett's

From: Hernandez, Shannon <hernan@cod.edu>
Sent: Wednesday, July 7, 2021 1:55 PM
To: Accounts Payable <acctpay@cod.edu>
Subject: Check Request - Follett's

[attachment: SNA SP2021 Pins CHECK REQUEST FORM JM CS NM.pdf]

College of DuPage - Accounts Payable
Check Request Form
revised 1/29/2021

This form may be used to request check payments **only for those items for which the issuance of a purchase order would not be appropriate**. Attach supporting documentation (e.g., invoice or agreement). Please refer to **Vendor Payment - Non-Purchase Order Procedure No. 10-65**

Date: 6/21/2021
Vendor ID: 1084530

Invoice Number	Fund	Func.	Dept.	Object	Object Descrip.	Amount
	10	99	99686	2900099	Funds Held in Custody of Othr	\$ 2,302.57

AP VERIFIED
--- \$1,000 and Greater: Approval of Division Vice President Required ---
07/07/21 - MARIA ZERRUDO

Grand Total \$ 2,302.57

Check the appropriate box below and sign.

☒ **We**, the undersigned, hereby certify that the goods/services, for which payment is herein requested, have been provided in a satisfactory condition/manner. Consequently, payment is appropriate at this time.

☐ **We**, the undersigned, hereby certify that the goods/services, for which payment is herein requested, have not yet been provided. The first approver indicated below will notify the Accounts Payable Office in writing when the goods/services have been delivered in a satisfactory condition/manner.

Payee Name: Follett's College of DuPage
Payee Address: 425 Fawell Blvd, Glen Ellyn, IL 60137

Other Instructions:

Description on Check:

Student Nurses Association Pins Spring 2021

Approvals:

Prepared By: Jelymar Mejia
Signature: Jelymar Mejia
Payment Due: 6/21/2021
Board Approved Date:

Approved By: Chuck Steele
Signature: Chuck Steele
Approved By: Nathania Montes
Signature: Nathania Montes
Approved By Division VP: Lisa Stock
Signature: Lisa Stock

APPROVED
By Diana Del Rosario at 8:43 pm, Jun 30, 2021

Signed on behalf of Mark Curtis-Chavez

Return Approved Request and All Supporting Documents to: Accounts Payable (SRC 2132 A), acctpay@cod.edu

College of DuPage - Accounts Payable

Check Request Form

Notes:

Processing a Check Request

To expedite the processing of a Check Request, or other non-purchase order disbursement, the requesting department should:

1. Verify that the vendor intake process has been completed by the Purchasing Department. Payment cannot be made to a vendor until this process has completed.
2. Complete and review this Check Request Form and confirm that all relevant supporting documentation is attached.
3. Ensure the payee information is complete and includes the vendor's Colleague ID number.
4. Ensure that the General Ledger Account number is included and correct.
5. Maintain a copy of the approved Check Request Form for department records.
6. Submit the completed Check Request Form to the Accounts Payable Department.

The Check Request Form will be returned to the Authorized Signer if the information is incomplete, not in compliance with College Policy, or if budget is not available.

FOLLETT'S COLLEGE OF DUPAGE BOOKSTORE

**COLLEGE OF DUPAGE
SRC BUILDING
425 FAWELL BOULEVARD
GLEN ELLYN, IL 60137-6784**

PHONE
630/942-2361

FAX
630/942-4349

**STORE
NO. 0784**

Customer's Order No.						Date 4/26/2021		
Sold to Nursing								
Address Janice Miller / Judy Carino								
City								
Sold by	Cash	C.O.D.	Charge	On Acct.	Mdse. Ret.	Paid Out		
Quantity	Description					Price	Amount	
	Nursing Pins SKU: 149							
16	Gold					41.86	669	76
11	Gold w/Chain					53.29	586	19
8	Silver					67.57	540	56
12	Silver w/Chain					90.14	1081	68
	Subtotal						2878	19
	Dept. Discount (20%)						575	62
						Tax	-	-
Thank You In case of claims or returned goods please present this bill.						Total	2302	57

No.784

Received by